

## Instructions for the Virtual CAC Meeting on Wednesday, April 27, 2020, 6pm

- Individuals who wish to watch this meeting can join from the Teams app or a web browser at: <https://tinyurl.com/brcac0427> or click [here](#)
- If Internet access is not available, you can listen to the meeting by dialing (866) 434-5269 and enter access code 8863144.
- Comments or opportunities to speak during the public comment period are available via phone by dialing **(866) 434-5269** and enter access code **8863144**. (There is no need to hang up and call again if you are already on the line and want to provide public comment on the next agenda item, you will be prompted with the same instructions over the phone). *The following is step-by-step instructions:*
  1. DIAL the Toll-Free Number listed for the meeting (listing of meetings below).
  2. Enter the Access Code then press ‘#’.
  3. Press # again to join the meeting as a participant.
  4. When you hear that ‘you are connected to the meeting as a participant’:
    - Stop and LISTEN
    - Wait for Public Comment to be announced (by Item # or for General Public Comment)
  5. When the Clerk calls Public Comment, dial ‘1’ then ‘0’ to be added to the speaker line.
  6. When the system message says you will be notified when the speaker is ready for your question and to withdraw your question, press ‘1’ then ‘0’.’ - WAIT for your turn to speak.
  7. When the system message says ‘your line is unmuted, please ask your question after the tone [BEEP] ‘ - THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT after THE BEEP.  
(This is not a question-and-answer period, this is your time to provide a statement.)
  8. You will have the standard 2 minutes to provide your comments.
  9. Once your 2 minutes have ended, you will be moved out of the speaker line and back listening as a participant in the meeting (unless you disconnect).
  10. Participants who wish to speak on other items on the Agenda or for other comment periods may stay on the meeting line and listen for the Clerk's next prompt.
- Best practices are to call from a quiet location, speak clearly and slowly, and turn down your television or radio.
- Alternatively, you may submit public comment via email [brcac@sfgov.org](mailto:brcac@sfgov.org)